



# STUDENT REFUND CHECK STOP PAYMENT AND REISSUE REQUEST

STUDENT INFORMATION		
<b>NAME</b> (Last, First, Middle)	<b>STUDENT ID #</b>	
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIPCODE</b>
<b>HOME PHONE</b>	<b>CELL PHONE</b>	

REFUND CHECK INFORMATION	
<b>REFUND ISSUE DATE</b>	
<b>REFUND TERM</b>	
<b>REFUND AMOUNT</b>	

REASON FOR STOP PAYMENT AND REISSUE	
<input type="checkbox"/> <b>DESTROYED</b>	<p style="text-align: center;">It is the responsibility of the student to maintain a current address with CCAC. Any address changes must be made online or at a campus registration office.</p> <p style="text-align: center;"><b>THIS FORM DOES NOT INITIATE AN OFFICIAL CHANGE OF ADDRESS.</b> If requesting a reissued paper check, you must complete an official address change <u>before</u> submitting this form.</p>
<input type="checkbox"/> <b>LOST / STOLEN</b>	
<input type="checkbox"/> <b>NEVER RECEIVED</b>	
<input type="checkbox"/> <b>BAD ADDRESS</b>	

My signature below certifies that the above information is correct and that I am officially requesting a stop payment and reissue of the student refund check listed. I understand that by requesting this stop payment, I am subject to a \$20.00 service fee deducted from my replacement refund. I understand that I have the option to enroll in direct deposit for my student refunds, and if I do so prior to the processing of my replacement refund, CCAC will waive the service fee. The \$20.00 service fee is nonrefundable once charged to my student account.

I further agree that, if I receive or find the original refund check, I will not cash it and will immediately return the check to CCAC. In the event that I cash, deposit or receive via direct deposit both the original and replacement refunds, I understand that I will be responsible for any balance created by the duplicate and that this balance will prevent future registration, the release of transcripts and other college services until paid. Failure to make payment when due may result in my student account being referred to a collection agency.

STUDENT SIGNATURE	DATE
CAMPUS STAFF SIGNATURE	DATE
BURSAR STAFF SIGNATURE	DATE